

DEVELOPMENT MANAGER APPLICATION FOR EMPLOYMENT



PRIVATE & CONFIDENTIAL

Reference No: (Office Use Only)	January 2018
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HOW TO APPLY

To ensure Equality of Opportunity, applications will only be accepted on this official Application Form. CV's will not be accepted.

- Please complete ALL sections in black type.
- Your application should be completed in no smaller than font size Arial 11.
- Failure to complete and return the monitoring form with the application form will result in disqualification

Your completed application and monitoring form must be submitted in **word format** by email to recruitment@belfastinternationalartsfestival.com by the deadline of **11pm on Sunday 25th February 2018**. Late applications will not be accepted.

- Please title your application documents with your name and note that we can only accept documents in word format.
- No telephone or walk-in enquiries please.
- We thank everyone who applies for their interest but only candidates selected for interview will be contacted.

Belfast International Arts Festival is an Equal Opportunities employer and we welcome applicants regardless of gender, religious belief, political opinion, sexual orientation, marital status, age, disability or ethnic origin.

A candidate found to have knowingly given false information or to have wilfully suppressed any material fact will be liable to disqualification, or, if appointed, to dismissal.

Please note that we anticipate holding interviews on Thursday 8th March 2018.

The information provided in this form will be used to assess your application at the shortlisting stage. Please demonstrate, in the boxes provided, how your skills and experience meet the criteria specified.

The panel will not make assumptions in relation to the roles you have held, or experience, qualities and skills you may have gained. You should therefore provide evidence by giving specific examples that describe your role and demonstrate what you have achieved under each of the criteria.

Belfast International Arts Festival reserves the right to apply the Desirable Criteria when shortlisting, in an order of their choosing.

PERSONAL DETAILS (this page will be removed before short listing)

Title:	
Forename(s):	Underline Name known by
Surname:	
Address:	
Post Code:	
Preferred Contact Number:	
Email Address:	
National Insurance Number:	

Do you require any special arrangements to be made to assist you if called for interview? YES / NO
If Yes, please provide details:

<p>Data Protection</p> <p>The data that you have supplied in this application form and the “sensitive personal data” on the attached monitoring form, will be retained on file and may be processed by the Organisation for use in connection with this application for employment, or to comply with any requirement of statutory legislation in order for the Organisation to comply with its legal obligations, and in submitting this application you agree to any such processing by the Organisation. The Organisation will ensure to safeguard against the possible misuse of any personal information about you that is kept on file by strictly controlling access and use. Such access and use will be in compliance with the Data Protection legislation and will be on a “need to know” basis only.</p>
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EDUCATION

Documentary evidence of Essential Qualifications may be asked for if you are offered the post.

Second Level Education

Please provide full details of all second level education, further or higher level educational qualifications and/or professional qualifications. You may add extra rows if necessary

Level of Qualification (e.g. GCSE, A Level)	Subject	Mark or Grade

Third Level Qualification

Further or higher education qualifications, including HND, Foundation Degree, Degree, Postgraduate Certificates, Masters, etc. Please state class or level. You may add extra rows if necessary

Name of College/ Institution	Level of Qualification	Subject	Grade

Professional Qualifications, Memberships or Professional Development

Give details of any relevant professional development achievements (e.g. awards, qualifications, memberships and/or any special interests, skills or achievements).

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EMPLOYMENT HISTORY

Start with your present, or most recent employment, and include any relevant unpaid or voluntary work. Please account for all periods of time since leaving full-time education.

Current or Most Recent Employer

Dates From To MM/YY MM/YY		Employers Name, Address / Nature of Business. Also state if this is a paid or voluntary position	Reason for Leaving	Notice Period (if applicable)

Position Held:	
Reporting To:	
Key Responsibilities:	

Previous Employment(s)

You may add extra rows if necessary

Dates From To MM/YY MM/YY		Employers Name; Address; Nature of Business. Also state if this is a paid or voluntary position	Positions Held; Main Responsibilities; Key Achievements; Reason for Leaving

EXPERIENCE, SKILLS & TRAINING

Essential Criteria

Give a clear and comprehensive account, with evidence and examples that demonstrate the specific ways in which you consider you meet all of the Essential Criteria. Please note the word limits for each criterion.

EXPERIENCE

A minimum of 3 years of recent professional experience and demonstrable success in securing core, programme/project funding, and income generation from a range of relevant sources for the non-profit sector. Maximum 400 words.

A minimum of 3 years of professional experience managing grant aid and sponsorship. Maximum 400 words.

Experience of preparing business, fundraising and strategic plans. Evaluating and presenting/reporting the outcomes to senior staff, Trustees and funders. Maximum 300 words.

Experience of preparing budgets and written financial reports. Maximum 300 words.

SKILLS

Excellent interpersonal skills and ability to be articulate and persuasive in written and verbal communications with a range of key stakeholders including staff, artists, trustees, business leaders, funders, etc. Maximum 400 words.

Ability to identify and analyse key points in written documents, and to interpret and present financial and statistical data. Maximum 300 words.

Ability to manage multiple priorities and deadlines with excellent administration, record-keeping, organisation skills and attention to detail. Maximum 300 words.

Competent and confident in the use of Microsoft Office and Google software for word processing, spreadsheets, data processing, presentations and email for PC and/or MAC. Maximum 200 words.

KNOWLEDGE

Knowledge of the role of the voluntary/statutory sector. Maximum 200 words.

Knowledge of funding institutions that support the voluntary/statutory sector. Maximum 200 words.

QUALIFICATIONS

A 3rd level qualification (degree). Maximum 150 words.

OTHER

Able to work unsocial hours during busy periods including evenings and weekends during Festival and when required to facilitate stakeholder meetings and events. Maximum 150 words.

Desirable Criteria

Please explain how you meet any, or all, of the following Desirable criteria:

EXPERIENCE

A minimum of 3 years of experience, within the last 7 years, in a senior professional position in the arts/voluntary sector with responsibility for fundraising strategy and securing funding from statutory and non-statutory sources. Maximum 400 words.

Experience of planning and implementing fundraising events such as a fundraising gala or similar. Maximum 300 words.

Experience of managing budgets and applying appropriate procurement policies for quotation and tendering. Maximum 300 words.

SKILLS

High level negotiation skills. Maximum 300 words.

KNOWLEDGE

Knowledge of arts/cultural policy and relevant funding opportunities at local, national and international level. Maximum 300 words.

Good knowledge of and passion for the arts. Maximum 200 words.

QUALIFICATIONS

A third level qualification in a relevant subject for example, cultural management or business planning. Maximum 150 words.

REFEREES

Please give the names and addresses of **2** people not related to you from whom references may be sought. At least 1 should be your current or most recent employer, who has knowledge of you in a work situation and is able to comment on your ability to carry out the particular tasks of the job applied for.

Reference 1

Name	
Position	
Organisation	
Address	
Postcode	
Telephone No.	
Email	
Relationship to the applicant e.g. employer	

Reference 2

Name	
Position	
Organisation	
Address	
Postcode	
Telephone No.	
Email	
Relationship to the applicant e.g. employer	

I declare that the information provided on this form is true and complete to the best of my knowledge and belief. I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed.

Signed: _____

Date: _____

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EQUAL OPPORTUNITIES MONITORING

Belfast International Arts Festival is committed to a policy of equality of opportunity in its employment practices, and in accordance with the Fair Employment & Treatment (NI) Order 1998, BIAF is required to monitor the community background of its workforce and applicants. To help us to achieve this aim we ask you to complete this monitoring form. The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 1998, which allows for the collation and reporting of sensitive data for monitoring purposes. The monitoring form will be kept separate from the job application form, to ensure that none of the information you have provided is used in the selection decision.

Mark your responses by putting an 'x' in the box by clicking on the appropriate box.

Post Applied For:			
I consider myself to be:	Male:	Female:	
I am Aged:	Date of Birth: -- / -- / ----		

Community Background

Protestant:		Catholic:		Neither:	
If Neither, please specify:					

Diversity: Diversity questions are not about nationality, place of birth or citizenship. They are about broad ethnic groupings. For example, UK and Irish citizens can belong to any of the groups indicated. I would describe my ethnic or cultural origin as:

Black/African/Caribbean		Chinese	
Indian		Pakistani	
Traveller		White	
Other Asian: please describe			
Other: please describe			

Disability

The Disability Discrimination Act (1995) describes a disabled person as someone with a 'physical or mental impairment, which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities'.

Do you consider yourself to have a disability?	Yes:	No:
If Yes, are you registered disabled:	Yes:	No:
If Yes, what is the nature of your disability:		

Additional Information

Where did you see the advertisement or how did you hear about this post?

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In line with the Asylum and Immigration Act 1996, applicants must be eligible to live and work in the United Kingdom without restrictions.	
Do you have the right to take up employment in the United Kingdom?	YES / NO
Do you require a Work Permit or Workers Registration?	YES / NO
If Yes, please provide details:	